

**POSITION DESCRIPTION**  
**PROGRAM ANALYST**  
**USMC STRATEGIC REQUIREMENTS SECTION HEAD**  
**GS-0343-13**

**I. INTRODUCTION**

The United States Marine Corps (USMC) Strategic Requirements Section Head is located in the Assistant Chief of Staff, G-8 Requirements and Programs Directorate, U.S. Marine Corps Forces, Special Operations Command (MARSOC) at Camp Lejeune, North Carolina. The AC/S, G-8 is a USMC Colonel (O-6) supervising a 21-person Division providing programming and resourcing for the entire command both in service common and special operations peculiar equipment and funding. The Commander, MARSOC is a U.S. Marine Corps Major General (O-8) and reports to the Commander, U.S. Special Operations Command (USSOCOM). MARSOC is one of four components of USSOCOM. In this capacity, the Commander, MARSOC will exercise command over a force of nearly 3,000 active duty personnel from the U.S. Marine Corps, U. S. Navy and the U.S. Army. Additionally, there are over 200 civilian personnel with MARSOC.

The USMC Strategic Requirements Section Head is responsible to the G85 Future Requirements Division Head, a Lieutenant Colonel (O-5), for the preparation of MARSOC's submission to the USMC Program Objective Memorandum (POM). In this capacity, the USMC Strategic Requirements Section Head is responsible for conducting a variety of studies, analyses, and evaluations relating to service common command programs related to personnel, equipment, and military construction (MILCON). This includes, but is not limited to the planning, programming, budgeting, and management of command resources for these service common programs. The incumbent performs management and analytical duties in the formulation, presentation, evaluation, coordination, and justification of MARSOC programs and resource requirements. This also includes management and oversight responsibilities as this Command's principal staff analyst for MARSOC's input to each phase of the Marine Corps' Expeditionary Force Development System (EFDS) which ultimately develops the USMC POM.

The incumbent assists in satisfying resource allocation process needs; to ensure current programming and budgeting decisions link to integrated long and short-range objectives designed to bring MARSOC's service common priorities to reality. Participates in the process which oversees the programming actions for assigned major MARSOC mission and mission support activities that cross multiple functional, program, and budget lines. Participates and coordinates with various USMC staff analysts, program managers, and financial analysts, as well as subordinate command/component personnel, in connection with analyzing and recommending solutions to program resource issues. As the Section Head, participates in USSOCOM's Strategic Programming Process (SPP) to coordinate service common and SOF peculiar programming actions which support this Command's operational demands and activities which cross multiple functional, program, and when applicable, budget lines.

**SPECIAL REQUIREMENTS**

1. This position is designated NONCRITICAL SENSITIVE and requires the incumbent to obtain and maintain a SECRET security clearance.
2. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.
3. Work requires overnight travel away from the normal duty station. Travel by air is required. Position requires approximately 7-12 weeks of CONUS TAD per year, primarily to represent MARSOC at meetings of 1-2 weeks in duration in the Quantico/DC area.